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RETURN TO

RECORDS MANAGEMENT DIVISION

24 May 1956

MEMORANDUM FOR THE RECORD:

SUBJECT: OCR/IR Vital Material Deposits

## 25X1A9a

l. Mr. called today to say that the decision had been made on the means of depositing town folders as vital materials. Their decisions are as follows:

(a) Only selected towns will be deposited

- (b) Material for the selected town will consist of hard copy and microfilm in filmsort cards placed in envelopes with tie flaps
- (c) We will have no maintenance problem except to interfile new folders as forwarded.
- file new folders as forwarded. Accounts
  (d) They expect to have 1 or 2 directories ready to forward within 2 weeks
- (e) Approximately 8 legal size cabinets will be required
- (f) The material will be filed alphabetically under the name of the town within each country. We will need guides with the name of each country which they will furnish us.

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25 May 1956

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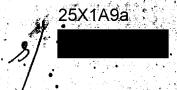
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